



# DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND

2601A PAUL JONES STREET

GREAT LAKES, ILLINOIS 60088-2845

Canc: Sep 2021

NSTCNOTE 1610

N02

2 Sep 2020

## NSTC NOTICE 1610

From: Commander, Naval Service Training Command

Subj: PERIODIC FITNESS REPORT AND EVALUATION REPORT SUBMISSION DATES

Ref: (a) BUPERSINST 1610.10E  
(b) NSTCINST 1610.1D  
(c) CNO WASHINGTON DC 071628Z Jul 20 (NAVADMIN 193/20)  
(d) CNO WASHINGTON DC 71612Z May 20 (NAVADMIN 137/20)

Encl: (1) General Report Guidance  
(2) FITREP/CHIEFEVAL Block 41 Guidance  
(3) EVAL Block 43 Guidance

1. Purpose. To establish submission dates for periodic Fitness Reports (FITREPs), Chief Evaluations (CHIEFEVALs), and Evaluation Reports (EVALs) for all personnel attached to Naval Service Training Command (NSTC). This does not include Naval Reserve Officer Training Corps Units. Enclosures (1) through (3) provide specific guidance.

2. Action. In accordance with references (a) and (b), timely, realistic, and accurate reports are essential to record performance. To accomplish this submission deadlines to the NSTC Flag Admin Office are as followed:

<u>RANK</u>	<u>Report Ending Date</u>	<u>Shell Issued</u>	<u>Report due to Flag Admin</u>
O-4	31 October 2020	2 September 2020	1 October 2020
E-6	15 November 2020	2 October 2020	26 October 2020
O-3	31 January 2021	13 November 2020	11 December 2020
O-2	28 February 2021	8 January 2021	5 February 2021
E-5	15 March 2021	22 January 2021	19 February 2021
E-9*	15 April 2021	19 February 2021	12 March 2021
O-5*	30 April 2021	19 February 2021	19 March 2021

<u>RANK</u>	<u>Report Ending Date</u>	<u>Shell Issued</u>	<u>Report due to Flag Admin</u>
E-4	15 June 2021	30 April 2021	28 May 2021
O-6*	31 July 2021	14 May 2021	11 June 2021
E-8/E-7	15 September 2021	6 July 2021	3 August 2021

\*Due dates will change upon finalization of CNSTC's Change of Command ceremony.  
Paygrades annotated can expect detachment of reporting senior EVAL/FITREPs.


3. Shells. Flag Admin will email shells with the following blocks completed: 10-18, 22-28, 44  
(**NOTE:** E-7 and above only), and 48 (**NOTE:** For E-6 and below only)

4. Routing. All reports shall be routed in a yellow folder with a current PRIMS print out and a copy of your last EVAL/FITNESS report and extension letter if applicable.

(1) E-5 and below EVALs will be signed by Department Heads.

(2) Routing to Admin for these EVALs are for administrative verification only.

5. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.



MICHAEL B. RILEY  
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website,

[http://www.netc.navy.mil/nstc/NSTC\\_Directives/instructions.html](http://www.netc.navy.mil/nstc/NSTC_Directives/instructions.html).

### **General Report Guidance**

1. NSTC personnel will read this guidance in its entirety to ensure the correct and timely submission of reports
2. Blocks should be formatted as annotated below. Please note that the following are examples of formatting and not necessarily the exact phrase to be entered into the block.

**Block 1:** LAST, FIRST MI

**Block 2:** Enter current Rank/Rate

**Block 3:** Enter warfare/designator

**Block 4:** 123-45-6789 (enter actual SSN)

**Block 5:** Select appropriate block

**Block 6:** Enter 00210 (Great Lakes) or 3560A (Pensacola) as appropriate

**Block 7:** Enter COMNAVSERVTRACOM

**Block 8:** Enter appropriate status (Regular, Frocked, Selected or Spot)

**Block 9:** Enter the your command check-in date in YYMMDD format

**Block 14:** Enter the date after block 15 of your last report

**Block 20:** Enter appropriate one letter code for each Physical Readiness Test (PRT) completed between blocks 14-15 (P, B, F, M, W, or N). Sailors who achieved the PRT incentive and are "validated" in PRIMS are required to use the code B. Due to the COVID-19 pandemic, PFA Cycles 1 and 2, 2020 were excused. Please use code N to annotate. Please review reference (a), pages 1-7 and 1-8, and reference (c) for guidance.

**Block 21:** Select "APPROVED" if separation or retirement request has been approved by COMNAVPERSCOM via NSIPS, official letter, or message traffic. Select "NA" for all others.

**Block 29:** Enter primary duty title in block.

(1) First line should contain primary duty with # of months, and brief description. EX: Project Manager-12. Supervises 5 military and 3 civilians in curriculum management.

(2) List collateral duties and watchstanding duties with # of months. EX: COLL: CMEO-12; ACFL-8; VAO-6; SDO-7.

(3) TT/LV/TDY: normally used on **FIRST** report onboard; YYMMDD-YYMMDD format. Covers the time between departing last command and last day **BEFORE** report date.

Enclosure (1)

(4) Document specific PFA cycle(s) reported in block 20 utilizing the following format:  
**PFA: 20-1/20-2.** This entry indicates the PFA results listed in block 20 were attained during the 2020 cycle one and two official PFAs. If a code letter in block 20 is “B,” note the reason for PRT non-participation. If a member is exempt from the PRT because of a validated PRT then make the following entry: **PFA: 17-2/18-1 (B-validated PRT).**

EX: Admin Officer-12. Responsible for all correspondence, supervises 10 military/5 civilians, and a budget of \$250K. COLL: SAPR-10; ACFL-5; SDO-4. TT/LV/TDY: 20JAN10-20FEB11. PFA 20-1/20-2.

**Block 30:** Mid-Term counselling in YYMMMD format

**Block 31:** DOE, A B (**NOTE:** Enter the name of the person who counseled member)

**Blocks 33-39:** Performance traits. Please review reference (d) for FITREPs with specific comments for education, learning, and support for a learning culture.

**Block 40:** (**NOTE:** For E-7 and above) Enter two career milestones/recommendations  
(**NOTE:** E-6 and below) Will auto populate based on selected trait averages

**Block 41:** Use enclosure (2) for E7 and above  
E-6 and below enter two career milestone/recommendations  
(**NOTE:** Service member must be eligible for recommendations)

**Block 42:** (**NOTE:** For E-7 and above) Select recommended promotion recommendation  
(**NOTE:** For E-6 and below) Enter LAST, F M, RANK/RATE(WARFARE(S))

**Block 43:** (**NOTE:** For E-7 and above) Will auto populate  
(**NOTE:** For E-6 and below) Use enclosure (3)

**Block 44:** (**NOTE:** For E-6 and below) Enter any qualifications, education, awards, community or command involvement for the time period covered between blocks 14-15

**Block 45:** (**NOTE:** For E-7 and above) Leave blank  
(**NOTE:** For E-6 and below) Selected recommended promotion recommendation

**Block 46:** (**NOTE:** For E-7 and above) Leave blank; service member will sign upon debrief  
(**NOTE:** For E-6 and below) Will auto populate

**Block 47:** (**NOTE:** For E-7 and above) Leave blank  
(**NOTE:** For E-6 and below) Selected recommendation

**NOTE:** End of Blocks for E-7 and above.

**Block 49:** Enter LAST, F M, RANK/RATE(WARFARE(S))

**Block 50:** Leave blank

**Block 51:** Leave blank; service member will sign upon official debrief

**Block 52:** Leave blank

**BLOCK 41 GUIDANCE**

**\*\* HARD BREAK OUT STATEMENT - REMOVE IF NOT USED \*\***

**\*\* SOFT BREAK OUT OR OPENING STATEMENT \*\***

(BLANK SPACE)

- LEADERSHIP BULLET. Discuss effect of leadership.

(BLANK SPACE)

- BULLET TWO.

(BLANK SPACE)

- IMPACT BULLET. Impact on others. Example: Command impact, # of accessions enabled, community impact, etc.

(BLANK SPACE)

**\*\* CLOSING STATEMENT \*\***

Notes:

Create three bullets and write in past tense.

Utilize numbers, cause and effect.

Two spaces after a period.

Spell out unfamiliar acronyms.

Closing statement should recommend promotion, next milestone, or screening board.

**BLOCK 43 GUIDANCE**

**\*\* HARD BREAK OUT STATEMENT - REMOVE IF NOT USED \*\***

**\*\* SOFT BREAK OUT OR OPENING STATEMENT \*\***

(BLANK SPACE)

- LEADERSHIP BULLET. Discuss effect of leadership.

(BLANK SPACE)

- BULLET TWO.

(BLANK SPACE)

- IMPACT BULLET. Impact on others. Example: Command impact, # of accessions enabled, community impact, etc.

(BLANK SPACE)

**\*\* CLOSING STATEMENT \*\***

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